

SUPERIOR COURT OF THE STATE OF CALIFORNIA
IN AND FOR THE COUNTY OF CALAVERAS
891 Mountain Ranch Rd, San Andreas, CA 95249

☐ “AT-ISSUE” MEMORANDUM REQUESTING A TRIAL BE SET
☐ COUNTER “AT-ISSUE” MEMORANDUM

Plaintiff/Petitioner;
vs.

Case No. _____

Defendant/Respondent;

TO THE CLERK: I hereby declare that this case ☐ IS or ☐ IS NOT “at-issue”. To be “at-issue” all parties must have responded, been dismissed and/or had their default entered and the case is ready for trial.

1. **Nature of the case?** (No “at-issue” permitted in general civil cases, those trials are set at case management):
☐ Unlawful Detainer; ☐ Family Law; or ☐ Probate.
2. **Do you demand a Jury Trial?** (Unlawful Detainer only. No jury trials in Family or Probate) ☐ Yes ☐ No
3. **Time estimated for trial?** (Failure to estimate accurately may result in mistrial.)
(Days or Hours) _____
4. **Do you request the court provide a court reporter?** ☐ Yes ☐ No
(Court reporter availability is limited. See Local Rule 1.9. Reporter fees must be posted before each day)
5. **Is this case entitled to preference in setting?** If so cite code section or date of court order _____

6. **Dates not available for trial.** _____

7. **Names and addresses of all parties or their attorneys in this matter.** (you may need to add an additional page)

Dated: _____

Signature of party / attorney _____

NOTICE

The “AT-ISSUE MEMORANDUM” is used to set your court case for trial.

Unlawful detainer actions will be set for trial upon receipt of an appropriate “AT-ISSUE MEMORANDUM.” In Probate and Family Law matters, any party receiving an “AT-ISSUE MEMORANDUM” who has an objection thereto must serve on all parties and file with the court a “COUNTER-AT-ISSUE MEMORANDUM” within 10 calendar days after the date of mailing above. Thereafter the court may set a mandatory settlement conference and / or case management conference and / or trial date. You will receive notice of any court action in the mail at your last current address as listed in the court file.

PROOF OF SERVICE ON REVERSE SIDE OF THIS FORM

Declaration of Service by Mail

I served a completed copy of this document on all parties / attorneys listed under paragraph "7" above, by depositing the copy, sealed in a properly addressed envelope(s), first class postage prepaid, with the United States Postal Service, on the date of _____ at the city / town of _____, California.

At the time of service stated above, I was at least 18 years of age, not a party to the above titled action, and a citizen of the United States of America. My residence or business mailing address is _____

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct. Signed this day _____, 200____ at the city / town of _____, California.

Signature of Person Who Mailed Notice : _____

Printed Name of Person Who Mailed Notice: _____